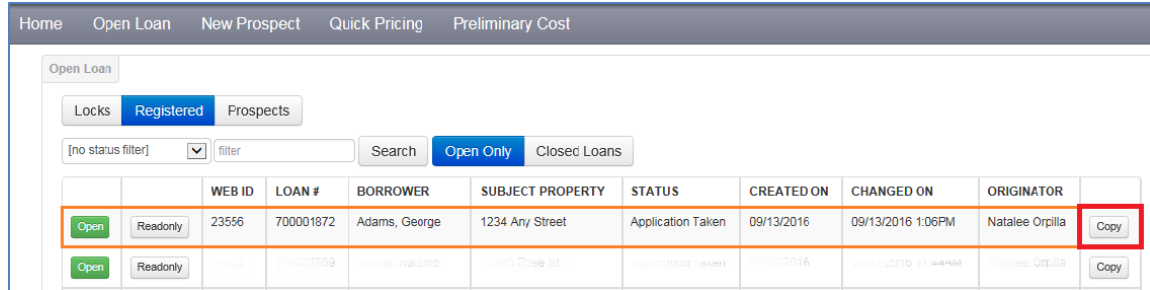


How to Copy a Loan:

To create a copy of a loan, go to the Portal homepage.

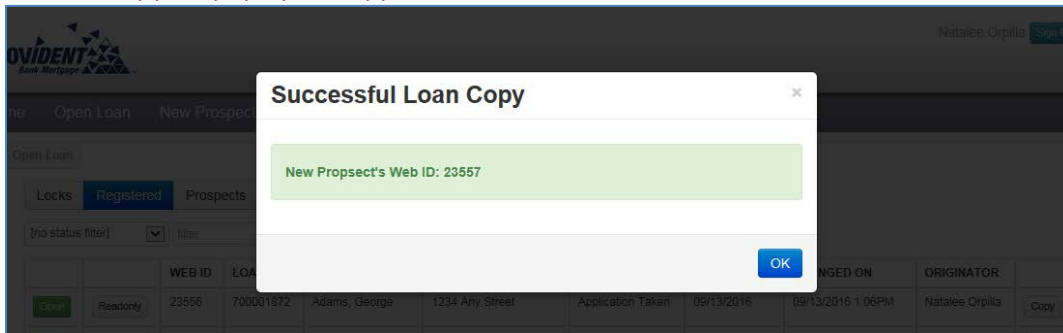
<https://www.pbmdirect.com/WebPortal/loginPage.aspx>

Go to Open Loan > Registered

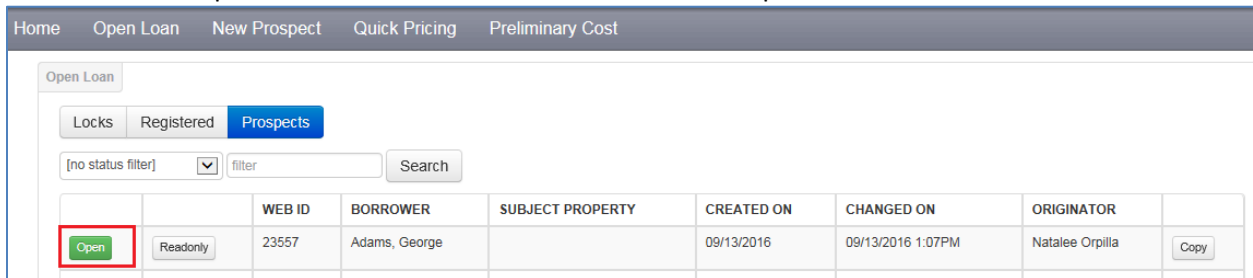


		WEB ID	LOAN #	BORROWER	SUBJECT PROPERTY	STATUS	CREATED ON	CHANGED ON	ORIGINATOR	
Open	Readonly	23556	700001872	Adams, George	1234 Any Street	Application Taken	09/13/2016	09/13/2016 1:06PM	Natalee Orpilla	Copy
Open	Readonly	23557	700001872	Adams, George	1234 Any Street	Application Taken	09/13/2016	09/13/2016 1:07PM	Natalee Orpilla	Copy

After you click “Copy”, a pop up will appear:



Click on the “Prospects” tab and it will be the first loan at the top.



		WEB ID	BORROWER	SUBJECT PROPERTY	CREATED ON	CHANGED ON	ORIGINATOR	
Open	Readonly	23557	Adams, George		09/13/2016	09/13/2016 1:07PM	Natalee Orpilla	Copy

Click “Open” to view the 2nd Loan.